

CRS REVIEW DOCUMENT CHECKLIST

GENERAL

- a. UES, Allocation Letters, Change Notices. _____
- b. Appropriate program regulations and MOS directives. _____
- c. Independent auditor's report and management letter. _____
- d. General ledger and subsidiary activity ledgers. _____

ADVANCES AND PROGRAM INCOME

- a. Annual operating advance analysis (FMD only). _____
- b. All special advance payment requests (FMD only). _____
- c. Advance liquidation records. _____
- d. Activity income records. _____

REIMBURSEMENTS

- a. Each Reimbursement Claim. _____
- b. Reconciliation of reimbursement claim line item to supporting expense documentation (spreadsheet or other summary). _____
- c. Vendor invoices, vendor contracts, samples of items purchased. _____
- d. Proof of payment:
 - 1. Bank statements _____
 - 2. Canceled checks, wire transfers, cash receipts, or other proof. _____
- e. Travel vouchers:
 - 1. Hotel receipts. _____
 - 2. Air travel passenger receipt. _____
 - 3. Post notification. _____
 - 4. Trip report. _____
 - 5. Overseas and domestic per diem schedules. _____
 - 6. Justification for business class airfare. _____
- f. STRE
 - 1. The applicable U.S. Embassy representational allowance. _____
 - 2. List of attendees. _____
- g. U.S. Citizen and Foreign National Employees:
 - 1. U.S. Embassy Foreign Service National Salary Plan. _____
 - 2. Salary study if Embassy plan not used. _____
 - 3. Employee contracts. _____
 - 4. U.S. citizen post allowance schedules. _____

CRS REVIEW DOCUMENT CHECKLIST - CONTINUED

- h. Project property:
 - 1. Property inventory. _____
 - 2. Purchase and disposition records. _____
 - 3. Lease/rental agreements. _____
- i. Contracts:
 - 1. Each contract awarded during the review period. _____
 - 2. Award documentation (basis of award). _____

BRANDED ACTIVITIES:

- a. Brand applications and contracts. _____
- b. Support for certifications (additionality, size, origin). _____

CONTRIBUTIONS

- a. End-of-Year Contribution Report. _____
- b. Reconciliation between End-of-Year Report and supporting documentation. _____
- c. Worksheets showing prorations of administrative overhead. _____
- d. Supporting documentation for each contribution item (e.g., vendor invoices, signed statements by industry participants showing value of cash and in-kind expenditures). _____

EEO AND CIVIL RIGHTS

- a. Civil rights self-certification checklist. _____
- b. Civil rights training records. _____